

AshevilleArtsAlive.org

How To Update Your Listing

ExploreAsheville.com/Partners

Please Note:

Your changes will not automatically be visible on your listing, they will first go through an approval process that **may take up to 48 hours**. You will be notified if your changes can not be approved.

Please take this opportunity to refresh your memory regarding our web listing guidelines—particularly our eligibility criteria and our **reciprocal link requirement**. Details can be found at AshevilleCVB.com.

Log in and select “Update Listing” to access your account.

Please enter your username and password.

Username:

Password:

LOGIN

Your username is your email address. If you've forgotten your password, reset it by [clicking here](#).

UPDATE LISTING **SUBMIT AN EVENT**

INSTRUCTIONS **LOGOUT**

Login Access

To give other persons login access to the account, add them under the **'Contacts'** tab.

Description

To update your account information and listing description, select a listing under the **'Listings'** tab.

Images/Packages

To add images, videos, or coupons/packages, click the **'Web'** tab.

Amenities

To upload floor plans or edit amenities, click the **'Amenities'** tab.

The screenshot shows the 'ACCOUNT DETAILS: DEREK'S MAGNIFICENT B&B' page. It includes sections for Account Information, Phone/Tax Numbers, and Address Information. The Account Information section shows account ID 638, account name Derek's Magnificent B&B, account type B&B, and contact info for Derek's Magnificent B&B. The Phone/Tax Numbers section lists phone (818) 333-2145 and fax (818) 333-2145. The Address Information section shows physical, billing, and shipping addresses, all at 26 Pleasant Avenue, Asheville, NC 28801, UNITED STATES. Below this is a 'Contacts' section with a table of contacts.

Filter	Contact ID	Contact Name	Title	Email	Phone	Type
	638	Derek's Magnificent B&B	Owner	derek@exploreasheville.com	(818) 333-2145	Primary
	639	Ch. Cassin	Guest Sales Manager	chcassin@exploreasheville.com	(828) 252-6120	Secondary

If you need help or wish to submit feedback, send an email to Arts@ExploreAsheville.com, and be sure to include **"AshevilleArtsAlive.org Feedback"** in the subject line. Thank you!

v.09.16.2014

AshevilleArtsAlive.org

How To Submit Events

ExploreAsheville.com/Submit-Event

Please Note:

Your event will not automatically be added to the calendar, it will first go through an approval process that **may take up to 48 hours**. You will be notified if your event can not be approved.

Fill out this one-page form:

Event image must be:

- 72 dpi
- JPG or GIF format
- Less than 220px wide by 175px tall

THINGS TO DO

- Events Calendar >
- Submit An Event >
- Outdoor Adventures >
- Nightlife >
- Discover Downtown >
- Romantic Getaways, Vacations, and Honeymoons >
- Arts & Entertainment >
- Tours >
- Family Fun >
- Historic Attractions & Museums >
- Wildlife >
- Hiking Trails >
- Shopping >
- Spa and Wellness >
- Nearby Towns >

RECENT NEW

FREE TRAVEL INFORMATION

View All Asheville Events

BLUEGRASS FIRST CLASS

14 FEB

WITH BONUS... Feb 14 - 16 view event

SUBMIT AN EVENT

Fill out the fields below in order to have your events listed in our online calendar. Please note: Your event will not automatically be added to the calendar once you click "Submit Event" at the bottom of the form. It will first go through an approval process to make sure that it contains all the information needed to be added. You will be notified if your event can not be approved.

Required fields are required.

EVENT INFORMATION

Event Title:

Event Category:

Event/Start Date:

EVENT RECURRENCE

One Day **Daily** **Weekly** **Monthly** **Yearly**

No event recurrence, this event will occur only on the date shown above.

You can click the other buttons above to create a daily, weekly, monthly, or yearly recurring event.

EVENT DESCRIPTION

Description:

Event Times:

Select a Venue:

Other Venue:

Street Address:

City:

State:

Zip:

Event Admission:

Contact:

If you need help, send an email to Arts@ExploreAsheville.com, and be sure to include "AshevilleArtsAlive.org Event Help" in the subject line. Thank you!